

Application and Information Package for Lafayette Police Department

Instructions and General Information

This package contains the following items.

1. **Application form containing 9 pages**
2. **Applicant Statement of Truthfulness: to be signed, notarized, & returned with application**
3. **Physical Agility Test Waiver: to be signed, witnessed, & returned with application**
4. **Misdemeanor domestic violence notice: to be signed & returned with application**
5. **Authority to Release Information & Waiver: to be signed, notarized & returned with application**
6. Equal Opportunity Statement of the City of Lafayette
7. Information concerning the application process
8. Information concerning the physical agility testing procedure

RETURN ONLY THE FIRST FIVE ITEMS listed above IN ADDITION TO the following documents.

MAINTAIN THE OTHER INFORMATION FOR YOUR OWN FILES.

Applications that are missing any of these items will be considered incomplete and may not be processed.

1. Copy of applicant's birth certificate.
2. Copy of High School Diploma or GED certificate
3. High School Grade Transcripts (certified copy from school).
4. Copy of College Transcripts & Diploma, if applicable
5. Copy of form DD-214 (military service) showing re-enlistment code, if applicable.
6. Copy of current Drivers License
7. Copy of certificates of training, Including Academy Certificate and grade transcripts from law enforcement academy. (PRIOR OR CURRENT POLICE OFFICERS ONLY)

If you have difficulty providing any of the requested documents please contact a member of the Administrative Services Division for direction prior to returning the application.

The application form and the essay questions are to be completed in the applicant's own handwriting in black or blue ink. Print or write as neatly as you can. Do not type. If you are unsure how to answer a question contact a member of the Administrative Services Division, Monday through Friday, between 8:00am and 4:00pm.

It is suggested you make an extra copy the entire 9-page application prior to filling out any portions. Please read all enclosed material carefully. This information should answer most of the frequently asked questions. If you need more information you may contact Sgt. Robinson, Lt. Weaver or Captain Gibson of the Administrative Services Division. (765-807-1222, 807-1221 or 807-1220)

Please bring a picture ID at the time you register for the test. **Testing date, time and location will be announced on the Lafayette police website at least a month before the planned test day. (www.Lafayettepolice.us)**

The following two pages contain additional testing information including times, and procedures. **The physical agility test will begin as soon as you have finished the written testing.** There will be a place to change clothing. Please bring appropriate clothing for the physical agility test, including shoes.

Applicants will need to submit payment to participate in the testing process.

Applicants should bring \$20 in cash or money order payable to IPSP, Inc.

The schedule for the written aptitude test is as follows:

8:30 a.m. to 8:50 a.m.	Registration
8:50 a.m. to 9:00 a.m.	Instructions
9:00 a.m. to 12:30 p.m.	Study Period
12:30 p.m. to 1:30 p.m.	Lunch break
1:30 p.m. to 1:45 p.m.	Check in
1:45 p.m. to 2:00 p.m.	Instructions
2:30 p.m. to 4:30 p.m.	Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the test date.

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given three and one half (3 ½) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper, which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session you may take as many breaks as you like. Please note, however, that these breaks will shorten the amount of time you will have for studying. You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the afternoon test.

Applicants will be given one hour for lunch. Lunch will not be provided. Instead, you will be required to leave the test site and to provide your own lunch. There are a number of restaurants in the immediate area and directions will be available. The afternoon session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have two and one half (2 ½) hours to complete the examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study material presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam in the afternoon if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notebook paper and pencils will be provided to you.

Some tips that might help make your test date more comfortable and successful:

1. Answer every question on the test, even if you have to guess-there is no penalty for guessing.
2. Take your time- there should be plenty of time in both the study session and the test period.
3. Bring money to buy lunch – lunch will not be provided.
4. Arrange for transportation – you may need a ride to restaurants
5. Listen carefully to the monitor's instructions.
6. Make certain your answers are entered into the correct spaces on the answer sheet

7. If you have trouble with a particular question, skip it and return to it later
8. Be certain that you really understand the material in the Study Guide.
9. Get a good night's rest before the test. If you work the night shift, try to have the night before the test off.
10. Try to relax as much as possible during the test.

Testing will take all day so be sure to wear comfortable clothing. Bring along a picture identification such as a drivers license. **Agility Testing will begin after you have completed the written testing. After you have completed all stages of the agility test you will be excused. You will be notified in writing of your success or failure of the written test and will be scheduled for the polygraph examination by phone. Please keep LPD notified of any address or phone changes after you submit an application.**

We must have a signed waiver of liability form before you will be allowed to participate in the agility test.

Physical Agility Testing

The Lafayette Police Civil Service Commission has adopted a rule requiring a physical agility testing of every applicant. The testing will gauge muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility. The standards set for successful completion of this agility test are those of the Indiana Law Enforcement Training Board and are the requirements set for successful completion of the of the Basic Course (Police Academy).

FREQUENTLY ASKED QUESTIONS:

Why was this physical fitness test selected?

In 1998 Indiana's Law Enforcement Training Board examined the need for physical fitness standards for successful completion of the Basic Course. It was determined to be of utmost importance to implement test/standards/programs that differentiate between those who can and cannot do the job of a police officer regardless of age, gender, race or disability.

Public safety studies consistently show several critical physical tasks that are job related and essential functions of the job.

Sustained pursuit.....	Aerobic power
Sprints.....	Anaerobic power
Dodging.....	Aerobic/anaerobic power and flexibility
Lifting and carrying.....	Muscular strength and endurance/anaerobic power
Dragging, pulling and pushing.....	Muscular strength and endurance/anaerobic power
Jumping and vaulting.....	Anaerobic power/leg power and strength
Crawling.....	Muscular endurance/flexibility
Use of Force.....	Muscular strength and endurance/aerobic and anaerobic power

The test designed by LETB has scientific evidence for having construct and criterion validity as measuring job related factors, and the established norms are scientifically valid norms based on general law enforcement samples.

What are the physical fitness requirements established for this test?

There are five (5) physical fitness components that will be measured as a battery of tests. Applicants should understand that these tests will involve periods of physical exertion and that, as with any physical activity, certain risks are inherent. Applicants will be expected to read, and sign the enclosed Waiver Form and return it with the application. Persons who do not sign and return the Waiver Form will be excluded from the testing and will therefore be dropped from consideration. The physical agility tests will be conducted at the conclusion of the written aptitude testing and will be given in the order shown below.

1. **Vertical Jump.** This measures leg power and consists of measuring how high a person can jump.
2. **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While laying on his/her back, the student will be given one (1) minute to do as many bent leg situps as possible.
3. **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
4. **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push ups as possible until muscular failure.
5. **1.5 Mile Run.** This measures aerobic power or cardiovascular endurance (stamina over time.) To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles.

Minimum Passing Performance

Vertical Jump	16 inches
One Minute Sit Ups	29
300 Meter Run	71 Seconds
Maximum Push Ups	25
1.5 Mile Run	16 minutes 28 seconds

Since the failure to meet the above standards will result in your disqualification it is imperative to begin training NOW. We recommend you see your personal physician prior to beginning any physical fitness program. Some general guidelines for achieving the above stated goals include the following. Start Slowly; Too much too soon is the biggest cause of injury. Have a planned progressive program. Equipment; A good pair of running shoes and proper clothing for weather conditions is important. Drink plenty of water. Exercise; The body is exercise specific. Work on exercises such as running, push-ups, jumping, and sit-ups. Begin slowly and work up to your maximum goal. For example, begin by walking rapidly for 30 minutes, five times a week. After the first week progress to walking and jogging at equal intervals. The goal is to build up to jogging 30 to 40 minutes, five times a week. Test yourself for the maximum number of continuous push-ups and sit-ups you can do. Take half those numbers and do exercises five days per week and add one repetition each day. After two weeks, start with two sets and continue to add one repetition per session.

Take an honest appraisal of your current abilities and what you feel you may be able to perform by test day. The stated goals are not difficult and will be reached by the majority of applicants. Some applicants will require more training and preparation to meet these goals than others. If your desire is to become a police officer in the state of Indiana these are the goals you must reach. If, in your own assessment, you feel you may not be able to reach these goals by test day it might be better for you to continue training until a future test. The Lafayette Police Department offers one or two tests per year, almost every year.

For more information see the **ILEA (Indiana Law Enforcement Academy)** web site.

LAFAYETTE POLICE DEPARTMENT

MINIMUM QUALIFICATIONS

NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS

1. **CITIZENSHIP:** An applicant must be a citizen of the United States of America.
2. **AGE:** An applicant must be, at the time of application, at least twenty-one (21) years of age.
3. **FELONY CONVICTION:** An applicant may not be appointed if he/she has a judgment of conviction for a felony.
4. **HIGH SCHOOL GRAD:** An applicant must be a graduate of a duly accredited high school and must supply a copy of his transcripts with the completed application form. An applicant who has received a G.E.D. from an accredited high school or the Military shall be considered as having graduated from an accredited high school.
5. **CHARACTER:** An applicant must be of "good moral character".

Moral Character Issues

Traffic, Juvenile, and Criminal Arrests.

All candidates' traffic or criminal histories will be reviewed and may serve as a basis for disqualification from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given but not limited to the pattern of violations, seriousness, surrounding circumstances, number of incidents, and their recency. Juvenile arrests or misdemeanor arrests may not be grounds for disqualification but these will be evaluated on a case-by-case basis. Conviction of a felony or the reasonable belief the candidate committed a felony will be cause for immediate disqualification.

Completeness and truthfulness on the application is highly important. It is much better to admit to perceived faults on the application than to omit information. Do not omit information because of a lack of space for a response on the application form. If more space is needed to explain special circumstances use a separate sheet of paper, note the corresponding question number and describe the incident, circumstances and outcome in as much detail as is needed.

Candidates chosen as recruit officers will be judged on a wide variety of skills and traits throughout the selection process including honesty, integrity, courage, communication skills, education, adaptability, common sense, work ethic and special skills among others.

APPLICATION/APPOINTMENT PROCESS

- 1.) Applicants must submit a completed application form, along with all requested documentation prior to the cut off date established for each applicant test pool. The test pool shall consist of those applicants taking the aptitude test. Each applicant must take the next available aptitude test from the date his or her application is submitted. Any applicant who fails to qualify at any phase of the application process or whose application is not considered during a particular test pool period may reapply after sitting out one testing period.
- 2.) Each applicant must take and pass aptitude and agility tests to determine physical condition and general aptitude in order to remain in the hiring pool. Testing time, date, and location will be provided with each application form. A description of the agility test will also be provided with the application. Agility and aptitude testing is generally done on the same day at the same location. Due to cost considerations it will not be possible to offer make-up aptitude testing opportunities. Following the testing each application will be carefully reviewed, along with test results. Reviewing officers will determine the order in which applicants proceed to the next phase of the process. Applications that are missing information or contain derogatory information or are missing attachments may result in the disqualification of an applicant.
- 3.) Applicants who successfully pass the aptitude and agility tests will be required to take a polygraph test which will be administered by a qualified polygraph examiner.
- 4.) The next phase of the process is a formal interview with the Captains of the police department who will interview and rate the applicants. Their recommendations will be forwarded to the Lafayette Police Civil Service Commission.
- 5.) Those applicants who pass the polygraph portion of the process and who are recommended by the Board of Captains will move next to the Background Investigation phase. Trained investigators will be assigned to look into every aspect of the applicant's life. The Lafayette Police Department wishes to hire conscientious persons with integrity and good character. An investigator will check for a criminal history, examine your driving record, and canvass current and former neighbors for an understanding of your good and bad qualities. Past employers, co-workers, friends, acquaintances, teachers, family and others may be contacted. This step in the process may take several weeks to complete and may require further information be provided to the investigator. This phase usually begins with an in-depth interview with the investigator at a location of the investigators choice. Each applicant who reaches this stage will be required to provide a current "credit report" from one of the national credit reporting agencies. This will be provided at the expense of the applicant.

- 6.) The Lafayette Police Civil Service Commission shall interview applicants who have *a. passed the aptitude test, agility test, polygraph test; b. had background investigations completed; and c. been favorably recommended by the Board of Captains.* The Commission shall also review all applications of applicants who do not receive a favorable recommendation from the Board of Captains and at its discretion, determine whether to interview the applicant. After interviewing applicants the Board will determine whether to make a conditional offer of employment to the applicant.
- 7.) An applicant's appointment is conditional upon meeting the provisions for membership in the 1977 Police Pension and Disability Fund (PERF) under IC36-8-8-1 et. seq. (IC 36-8-3-21). After extending a conditional offer of employment to an applicant a physical examination and psychological evaluation will be completed (at no cost to the applicant) and results of those examinations will be presented first to the local Pension Board for their review and a brief interview with the applicant and finally to PERF for their approval. Approval from PERF can take up to 4 weeks.

The entire process from test date to being sworn-in as a Lafayette Police officer can take several months. We will contact you as you progress through each phase and those applicants who are disqualified at any phase will receive a notice of such disqualification in writing. Any changes in address and phone numbers should be reported in writing the Administrative Services Division.

The employment of any applicant is considered probationary for a period of one (1) year and that may be extended for a period not to exceed 6 additional months, upon the recommendation of the Chief.

**THE LAFAYETTE POLICE DEPARTMENT
is
AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the City of Lafayette to provide equal opportunity to all employees and applicants without regard to race, sex, religion, national origin, age, sexual orientation, marital status, veteran status, or physical or mental disability. This same non-discriminatory consideration will guide all personnel actions including, but not limited to recruitment, hiring, training and promotion decisions in all job classifications. Furthermore, compensation, benefits, transfers, education or tuition assistance and social and recreational programs will be administered in a non-discriminatory fashion.

To be returned with completed application.

Physical Agility Test Waiver of Liability

For, and in consideration of the undersigned being given the opportunity to participate in and complete a Police Performance Fitness Test given by the Lafayette Police Department the undersigned, in order to avail himself of said opportunity, recognizes and assumes any and all risks pertaining thereto and hereby releases the City of Lafayette, its officials, officers and all other personnel of the City of Lafayette, Indiana from any and all liability he, his heirs, dependents and assigns may sustain during such fitness test. The undersigned also releases and holds harmless the, officials, officers or personnel or owner of the physical facility or location where this test is performed.

I fully understand that this test will involve periods of physical exertion and I agree that I will follow any instructions that might be given during the course of this test. I agree that I do wish to participate in said test at my own risk and liability.

Printed Name of Participant _____
Print your name legibly.

Signature of Participant _____

Witness to Signature _____
Witness sign here.

Dated this _____ day of _____, 20____
Day Month year

To be returned with completed application.

Misdemeanor Crime of Domestic Violence Notice

The Omnibus Consolidated Appropriations Act of 1997 made it unlawful for any person convicted of a "Misdemeanor Crime of Domestic Violence" to possess, or receive firearms or ammunition. "Misdemeanor crime of Domestic Violence" is generally defined as any offense – whether or not explicitly described in a statute as a crime of Domestic Violence – which has as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victims current or former domestic partner, parent or guardian. The term "convicted" is generally defined by the statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon.

This prohibition DOES apply to all Law Enforcement Officers. If this statute affects you you would not be eligible for appointment as a police officer with the Lafayette Police Department.

Have you ever been convicted of a misdemeanor crime of Domestic Violence within the meaning of the statute?

Yes_____ No _____

Signature_____

AUTHORITY TO RELEASE INFORMATION AND WAIVER OF LIABILITY

I (PRINT NAME) _____, am an applicant for a position with the Lafayette Police Department, City of Lafayette, Indiana. The Department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Lafayette Police Department bearing this release to obtain any information in your files pertaining to my employment, financial, credit, educational, medical, polygraph, military, legal, criminal history, background and reputation. I hereby direct you to release such information upon request of the bearer. I do authorize a review of and full disclosure of all records concerning myself, whether said records are of public, private, or confidential nature and whether written, oral or electronic. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Lafayette Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to information, however personal or confidential it may appear to be. This includes investigatory files, efficiency ratings, discipline files, complaints or grievances, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, and including records or files which are deemed to be confidential, and or sealed. I direct you to release such information upon request of the Lafayette Police Department regardless of any agreement I may have made with you previously to the contrary.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information. The Lafayette Police Department may discontinue processing my application if you refuse to disclose the information requested. I agree to hold your organization; its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Lafayette Police Department. It is my intent that this release should also apply to personal recollections and information about my character, personality or suitability for the job for which I have applied that are written, oral or electronic.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

Signature _____ Witness signature _____

Address _____ City _____, State _____

Social Security # _____ Birthdate _____

SWORN AND SUBSCRIBED BEFORE ME, _____ A NOTARY PUBLIC
Signature of Notary

FOR _____ COUNTY, STATE OF _____ ON THIS _____ DAY OF _____, 20____

MY COMMISSION EXPIRES _____

Printed name of Notary _____

SEAL

**LAFAYETTE POLICE DEPARTMENT
EMPLOYMENT APPLICATION**

Please return to: Administrative Services Division
20 North 6th St.
Lafayette, Indiana

PERSONAL HISTORY

To be completed in applicant's own handwriting with black or blue ink.

1. **Name in Full** (Last, First, Middle)

2. **All Other Names You Have Used** (Aliases, nicknames, birth or maiden names other name changes)

3. **Date and Place of Birth** (mm/dd/yy) and (City, County, State) **and attach copy of birth certificate.**

4. **Are You a United States Citizen?** (if Naturalized Attach Copy of Naturalization Certificate)

5. **Social Security Number**

6. **Height, Weight, Color of Eyes, Color of Hair,**

7. **Other Identifying Marks, Tattoo's, scars**

8. **Marital Status**

Single ☐

Married ☐

Divorced ☐

Separated ☐

Widowed ☐

9. **Spouse Name** (if applicable use Maiden name of wife)

Address if different: (Street, City, State)

10. **Spouse Place of Employment** (including address and work telephone number)

11. **Date and Location of Marriage(s)** (City, County, State)

12. **Date and Location of Divorce, Separation or Annulment** (include which court issued decree)

13. **Your Current Address:** (street and number, city, state, and zip code)

14. **Current Phone Numbers:**

Home:

cell phone:

pager:

work:

15. **FAMILY MEMBERS:** List all family members (*Living or Deceased*) in the following order: parents, step-parents, foster parents, guardians, brothers, sisters, children, including step children, in-laws, ex-spouses and any other relative with whom a close relationship existed or exists.

[illegible]

- [illegible]

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- 17. RESIDENCES:** List chronologically all of your residences in the last **TEN** years. Begin with your current address and include residences while attending school if away from home and all military addresses, including off base residences. (Use mm/yy format for dates from & to.)

From	To	Address (number, street, city, state, and zip)	Landlord name	Landlord phone #

- 18. EMPLOYMENT RECORD:** Beginning with your current or most recent job list your work history for the past **TEN** years. Include part-time, seasonal, temporary and all periods of unemployment. For Dates employed use mm/yy format.

a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

NOTICE: STOP

PLEASE MAKE SURE YOU HAVE MADE AS MANY ADDITIONAL COPIES OF PAGE FOUR AS YOU WILL NEED TO LIST ALL OF YOUR JOBS. DO NOT CONTINUE UNLESS YOU ARE SURE YOU HAVE ENOUGH COPIES.

LPD Application Page 4

(This page to be copied for recording additional jobs)

a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

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|----------------------------------------------------------------------|-------------------------------|
| <b>a.) Dates Worked From and To:</b>                                 | <b>b.) Final Salary/wage:</b> |
| <b>c.) Name, &amp; Address of Employer:</b>                          | <b>d.) Phone Number:</b>      |
| <b>e.) Job or Position Title:</b>                                    |                               |
| <b>f.) Description of Duties:</b>                                    |                               |
| <b>g.) Name of Supervisor and Phone Number:</b>                      |                               |
| <b>h.) Name of One or Two Co-Workers and phone numbers if known:</b> |                               |
| <b>i.) Reason For Leaving:</b>                                       |                               |

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a.) Dates Worked From and To:	b.) Final Salary/wage:
c.) Name, & Address of Employer:	d.) Phone Number:
e.) Job or Position Title:	
f.) Description of Duties:	
g.) Name of Supervisor and Phone Number:	
h.) Name of One or Two Co-Workers and phone numbers if known:	
i.) Reason For Leaving:	

PLEASE MAKE AS MANY ADDITIONAL COPIES OF THIS PAGE AS YOU NEED TO LIST ALL OF YOUR JOBS.

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19. Have you ever been involuntarily terminated from a full or part time job, whether it was termed fired, terminated, suspended , laid off, or furloughed? If yes, describe circumstances.

20. Have you ever resigned (quit) after being informed your employer intended to discharge you? If yes, explain circumstances.

21. Have you ever had any disciplinary actions taken against you at any of your jobs? (*written reprimand, suspension with or without pay, forfeiture of benefits, or other similar actions*) If yes, Which job? Describe circumstances.

22. Do you have any reason to believe that a former employer may give you a negative job reference? If yes, name of employer and why.

23. Have you ever applied to any law enforcement or correction agency, including the Lafayette Police Department?

Name of Agency	Mo/Yr Applied	Current Status of Application
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24. **EDUCATION:** List chronologically all schools you have attended. Include High Schools, College, Trade School, Vocational & other.

Dates Attended	School Name	Address	Date Graduated

Submit Grade transcripts and copy of diploma received from each.

25. List Major and Minor college courses and any other special training class you have taken or certifications you now hold.

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26. **Foreign Language Skills:** Do you have a working knowledge of any language other than English? _____ Which Language and what skill level?

27. **Computer Skills:** List all Operating Systems you have a working knowledge of. (Windows, Mac, Windows NT, etc.)

28. List all software titles (excluding games) you have a working knowledge of.

29. Do you have a personal E-Mail Address? List each.

30. Estimate your computer/software/internet ability or skill level. (None, beginner, intermediate, advanced)

31. Do you possess any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application and that would reflect upon your qualifications for this job?

32. MILITARY SERVICE:

Your Selective Service Number _____

If you have served in the Military which branch of service _____

Dates of Active Duty (month/day/years) _____

If you are still enlisted, when will you be discharged? _____

Highest Rank _____ Serial number _____

Unit(s) to which assigned and primary duty type. _____

Type of Discharge _____ Are you eligible for reenlistment? _____

Attach copy of Form DD214 (with reenlistment code)

Are you or have you ever been a member of any United States Reserve or National Guard Unit? _____

Unit and Location _____

Reserve status & Obligation if any _____

Have you received ANY disciplinary action while in the military? (including Article 15's, Captain's Mast, written reprimands, etc.)

Describe Circumstances _____

Have you ever been the defendant in a court martial?_(if yes provide date and outcome) _____

INFORMATION CONCERNING DRIVING STATUS AND RECORD, ARRESTS, DETENTION, AND LITIGATION

35. List ALL vehicle operators' licenses you now hold or have held from any state or country. Provide type, State, number, & expiration date.

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36. Have you ever received a traffic ticket? _____ How many in the past 5 years? _____
37. Have you ever been involved in a traffic accident as a driver? _____ If so, how many total accidents (whether you were Judged at fault or not and whether they happened on public or private property)? _____
38. In how many of your total accidents were you judged to be the larger contributor (at fault) by the investigating officer? _____
39. Were you ever given a traffic ticket as a result of an accident? _____
40. Has your drivers license ever been suspended or revoked for any reason? _____ If so list when, and for what reason was your license suspended? _____
41. Has your license ever been placed on probation? _____ Why? _____
42. With which company do you now have automobile insurance? _____
43. Have you ever been denied automobile insurance or had your insurance revoked? _____
44. Have you ever been arrested or detained by any law enforcement agency (excluding the above stated traffic tickets)? _____
List the place, agency, date, and details of each incident.

45. Are you, or have you ever been a party (defendant or plaintiff) in a civil suit of any kind? _____
List type of action, location, and date. _____

46. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, collections" or any other kind of civil court actions even if settled out of court prior to a judgment being entered by a judge or jury. List dates, location and brief facts of each case.

FINANCIAL STATUS:

47. When we check your credit history with a credit bureau how do you think the report will look? Excellent _____ Good _____
Fair _____ Poor _____ Why? _____

48. What do you consider your current financial condition to be? Excellent _____ Good _____ Fair _____ Poor _____
Why? _____

LPD Application Page 8

49. Do you have a checking account? _____ Savings account? _____
50. Name of Bank including branch address where you usually do business. _____
51. Have you ever been referred to a collection agency? _____ What was the outcome? _____

52. Have you ever had any repossessions? _____ Why? _____
53. Have you ever been notified either verbally or in writing that a check signed by you has been returned by a bank marked "insufficient funds"? _____
54. Have you ever voluntarily or involuntarily declared Bankruptcy? _____ If yes, declared under what chapter? _____
55. If yes, detail each occurrence (who, what, when, where, why and status). _____

56. Are you renting _____ or buying _____ your home? (mark appropriate space) Monthly rent or mortgage payment. _____
57. How was your post high school education financed? _____
58. Are you responsible for making child support payments? _____ Are you current on your payments? _____

At a point later in the application process you will be required to order a credit report from one of the national credit reporting agencies and have said report mailed directly to the Administrative Services Division of the Lafayette Police Department to be added to your application information.

59. List Extra-curricular clubs and activities you participated in during high school and college. Include sports and hobbies as well as professional, trade, business or civic organizations to which you have belonged during the past 5 years. (exclude memberships that would reveal race, religion, national origin, or any other similarly protected status)

Organization or activity	specify any offices held

On a separate sheet of white, lined, 8 1/2 x11 paper, please answer the following questions. The answers must be **in your own handwriting**. Limit your answers to no more than one page per question and return the pages attached to the application following this page. **Sign the bottom of each essay page.**

60. The Lafayette Police Department has a rule of conduct that limits and describes the acceptable use of alcohol by members of the department while off duty. (Rule 14). Do you believe police officers should be held to a higher standard of conduct than an ordinary citizen in matters of conduct while they are away from their job? Describe why or why not. Would you find it difficult to follow rules that might seem to limit your personal freedom while off duty?
61. Describe both your strengths and your weaknesses. Provide examples of how both might affect your job performance as a police officer.
62. There are many opportunities in areas of law enforcement across the country. Many local and state agencies are larger or smaller, more rural, more metropolitan or may be, in many other ways, different than the Lafayette Police Department. You could seek work with one of the many federal law enforcement agencies, (DEA, FBI, Border Patrol, Customs, ATF, for example) but have applied to our department. Describe what it is about our department and our community that makes us either more or less attractive to you than other agencies. Be as specific as you can.
63. Why do you feel more prepared to become a police officer today than you were 2 years ago. What have you done to prepare yourself for this undertaking.

End of application

I certify that I have completed the forgoing application truthfully and completely.

Signature of Applicant_____

Date ____/____/____

Affix recent photograph here.

APPLICANT STATEMENT OF TRUTHFULNESS

This form is to be signed and witnessed in the presence of a Notary Public. Return with application.

Please Read the following statement and sign to certify your understanding.

I certify that all information I have provided in order to apply for and secure work with the Lafayette Police Department is true, complete and correct.

I understand that all the information I have provided is subject to verification and that any information found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application, or 2) if already appointed; I may be subject to discharge from employment.

I have expressly authorized, without reservation, the Lafayette Police Department, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION WAIVER FORM, which is also attached to this application.

I understand that the Lafayette Police Department does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

Before me the undersigned, a Notary Public for _____ County,

State of _____, personally appeared _____
Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified he/she read, and fully understands and accepts all terms of the foregoing Applicant Statement.

Signed and sealed this _____ day of _____, 20____

Signature of Applicant

Signature of Notary Public

SEAL

My commission Expires _____